

ADDENDUM
to the
MEMORANDUM OF UNDERSTANDING
between the
MICHIGAN DEPARTMENT OF EDUCATION (MDE)
and the
MICHIGAN DEPARTMENT OF HUMAN SERVICES (DHS)
for the
CHILD DEVELOPMENT AND CARE (CDC) PROGRAM

Child Care Licensing

This agreement sets forth the responsibilities, assigned by the Michigan Department of Education (MDE), relative to Child Care Licensing as it supports the Office of Great Start's Child Development and Care (CDC) program and its quality improvement initiatives. Assigned functions will be carried out by MDE and DHS in full compliance with Michigan's approved Child Care Development Fund (CCDF) state plan, the statutory and regulatory requirements of the U.S. Department of Health and Human Services, and the Michigan legislature.

Department of Education (MDE) Responsibilities

Lead Agency for Child Care Development Fund (CCDF)

- Act as the federal contact for all licensing related Child Care and Development Fund issues.
- Serve as the liaison with the U.S. Department of Health and Human Services, Office of Child Care, on any issues related to the administration of the CCDF state plan.
- Prepare and transmit Federal reports regarding child care licensing.

Communications

- MDE will do the following in a timely, efficient manner:
 - Provide clarification to all parties regarding any amendments made to the Child Care and Development state plan.
 - Request necessary data, documentation or other material related to child care licensing from DHS.

Planning

- MDE will convene a work group with appropriate staff from MDE and DHS to determine the feasibility of transferring licensing staff who are supported with CDC Program funds to the Office of Great Start to support program implementation and quality improvement initiatives.

Department of Human Services (DHS) Responsibilities

Licensing Consultant Duties and Responsibilities

- Review and process original and renewal applications for homes and centers. This includes a review of policies, an on-site inspection(s) to facility, and rule-by rule compliance assessment.
- Conduct the mandatory orientation session for family and group child care home applicants.
- Conduct orientation sessions for center applicants and program directors.
- Review and approve credentials of center program directors.
- Integrate into every on-site and personal contact with licensees and registrants:
 - Technical assistance to assist them in complying with rules/statute.
 - Consultation to improve the quality of their program.
- Complete on-site inspections prior to issuance of original and renewal group child care home and child care center licenses. Document findings in a Licensing Study Report and in the Bureau Information Tracking System (BITS).
- Complete on-site inspection of family child care homes within 90 days of issuance or original certificate of registration. Document findings in a 90 Day Inspection Report and in BITS.
- Complete on-site renewal inspections of a minimum of 10% of family homes annually. Document findings in an Inspection Report and in BITS.
- Conduct annual interim inspections of group child care homes and child care centers. Document findings in an Inspection Report and in BITS.
- Conduct on-site inspections when necessary. Document findings in an Addendum to the Original Licensing Study Report and in BITS.
- Process and recommend approval or denial of rule variances requested by licensees/registrants.
- Conduct complaint investigations on facilities when rule/act violations are alleged. Document findings in a Special Investigation Report and in BITS.
- Conduct Children's Protective Services (CPS) investigations on facilities when alleged perpetrator of child abuse/neglect is a regulated provider, family member, or employee. Document findings in a Children's Protective Services Addendum and in BITS.
- Assess good moral character of applicants and household members when BCAL learns of convictions on "specified offenses".
- Attend compliance conferences when licensee/registrant appeals the BCAL Notice of Intent (to revoke/refuse to renew).
- Prepare for administrative hearings by meeting with assigned Disciplinary Action Unit staff in BCAL and/or Assistant Attorney General.
- Deliver subpoenas to witnesses prior to administrative hearings.
- Testify at administrative hearings.
- Provide materials determined by MDE and the Early Childhood Investment Corporation ECIC) to providers/applicants, partners, or contractors to ensure that they receive and review materials that support the state's quality improvement initiatives.
- Provide applicants/providers with all proper and timely notifications of approvals, denials and all other case actions for which notification is required.
- Maintaining complete provider files.
- Present at conferences and meetings, as determine appropriate, on child care licensing issues.

Communications

- Include CDC program staff in all regular meetings held to review administrative rules.
- Collect and provide MDE with all necessary information for the CCDF State Plan on a quarterly basis.

Joint MDE and DHS Responsibilities

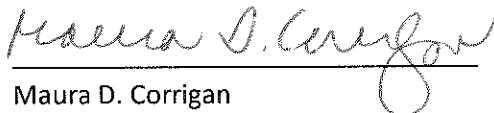
- Convene a quarterly meeting to discuss issues identified during the quarter that relate to child care, and impact licensing, and develop joint strategies to address identified problems, improve the skills of providers, or improve the health and safety and school readiness of children.

SIGNATORIES

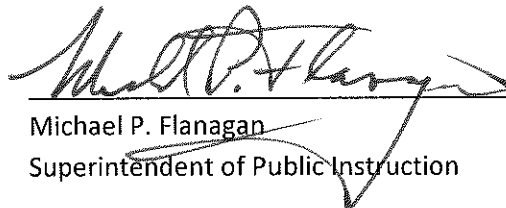
In witness thereof, the parties sign their names as evidence of their approval of this addendum to the Memorandum of Understanding.

For the Department of Human Services

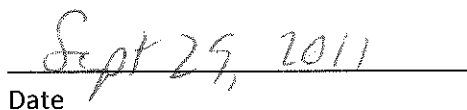
For the Department of Education



Maura D. Corrigan
Director



Michael P. Flanagan
Superintendent of Public Instruction



Date



Date